



## FACILITIES USER REQUEST FORM

This user request form is required for use of Cache County School District property. This is not a confirmation of your request. Once received by the Cache County School District, we will reply as soon as possible. If your request is approved for use as a Civic Center, it will constitute a permit for use of this property pursuant to UCA.

§ 53A-3-413, 414. The Cache County School District is thereby not liable for any claims, injuries, or lawsuit arising from use of District property under UCA § 63-7-301 (5).

Contact Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Location Requested: District Office: \_\_\_\_\_ Legacy: \_\_\_\_\_ Transportation: \_\_\_\_\_ Number of People: \_\_\_\_\_

Room(s) requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Non-Profit: Yes: \_\_\_\_\_ No: \_\_\_\_\_ \*If yes, a 501c3 form maybe required. Category 5/for-profit commercial users: a certificate of liability insurance must be submitted.

### **Below for District Use Only**

Request has been: Approved \_\_\_\_\_ Declined \_\_\_\_\_

User Category (1-5): \_\_\_\_\_

Facility: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Facility: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Facility: \$ \_\_\_\_\_ Name: \_\_\_\_\_

Personnel: \$ \_\_\_\_\_ Name: \_\_\_\_\_ Hourly Wage: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Supplies: \$ \_\_\_\_\_ Supplies \_\_\_\_\_

Utilities: \$ \_\_\_\_\_

Total Charges: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Approved/Denied by: \_\_\_\_\_